

REQUEST FOR PROPOSALS

**Indiana Graduate Medical Education
Feasibility Study Grants**

1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

Medical Residency Education Fund

1.2 SYNOPSIS OF PROGRAM

In 2015, Representative Brown T authored House Bill 1323, intended to expand graduate medical education (GME) in Indiana. In May 2015, the Indiana General Assembly passed House Enrolled Act 1323 (see: <https://iga.in.gov/legislative/2015/bills/house/1323#document-081d1771>) making it public law. The Medical Residency Education Fund is available to support the creation and maintenance of new residency positions at existing and new GME programs. A ten-member Graduate Medical Education Board was created to develop a plan to utilize this funding for the most effective expansion of graduate medical education in Indiana.

NOTE PREPARED: May 1, 2015
BILL AMENDED: Apr 29, 2015
FIRST AUTHOR: Rep. Brown T
BILL STATUS: Enrolled
FIRST SPONSOR: Sen. Patricia Miller

1.3 POINT OF CONTACT

Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204
ejohnson@che.in.gov
finance@che.in.gov

2 AWARD SUMMARY

2.1 AVAILABLE FUNDING

The Medical Residency Education Fund is funded from a General Revenue appropriation, which will provide grant awards (“Grant”) to support the completion of feasibility studies related to the development of new residency programs.

FISCAL IMPACT STATEMENT

State Expenditures - Total state expenditures for the Feasibility Study Grants are

estimated to be \$1,000,000.

2.2 AWARD AMOUNTS AND NUMBER OF SUBMISSIONS

2.2.1 Award per Program Feasibility Project.

Maximum award amount is \$75,000 to explore the feasibility of developing new residency programs in primary care or select shortage specialties.

2.2.2 Maximum Number of Awards.

The maximum number of awards is contingent upon the amount of appropriation available.

2.2.3 Maximum Number Submissions.

An eligible Applicant may only apply for one grant.

2.2.4 Prioritization of Award Selection.

The following criteria for award selection will be applied:

Funding priority will be given to support studies that explore the feasibility of developing new residency programs that will prepare physicians for entry into the following specialties:

- Family Medicine
- Outpatient Community-Based Pediatrics
- OB/GYN
- Psychiatry
- Emergency Medicine
- General Surgery
- Outpatient Community-Based Internal Medicine

Priority will also be given to support studies that explore the feasibility of:

- Development of residency programs that train residents in rural and/or underserved regions of the state.
- Development of residency programs that are collaborative in nature, such as programs that are developed through a consortium approach.
- Development of residency programs that include the involvement of an FQHC or AHEC organization.

The Indiana Graduate Medical Education Board will use the following rubric to evaluate applicants:

Evaluation Criteria	Possible Points	Applicant Score
Studies that explore the feasibility of residency program development in one of the specialties of need listed above	25	
Studies that explore the feasibility of residency program development in underserved area of Indiana	25	
Studies that explore the feasibility of residency program development in rural area of Indiana	20	
Studies that explore the feasibility of residency program development involving a collaborative approach such as a consortium	15	
Studies that explore the feasibility of residency program development involving an FQHC	10	
Studies that explore the feasibility of residency program development planning involving an AHEC	5	
Total Points	100	

2.3 COST SHARING OR MATCHING REQUIREMENTS

Applicants must agree to provide matching funds or in-kind resources, equal to at least 25% of the funding proved through the grant, to support the study to explore the feasibility of new residency program development.

2.4 GRANT TERM

The Grant Term is one year in duration, beginning at the time when the funds are awarded. The Grant Term will be listed in the Grant Award Agreement.

2.5 APPLICATION DEADLINE

March 31, 2018

2.6 NOTIFICATION OF AWARD SELECTION

Applicants selected to receive Feasibility Study Grants in 2018 will be notified once the Board has formally met to evaluate and score grant applications. Notification will be sent from the Commission for Higher Education. An eligible majority of Board members must vote to approve awarding funding to an applicant. The Board's 2018 meeting schedule will be posted at www.in.gov/che/4612.htm.

3 PROGRAM PURPOSE

The purpose of the grant program is to support the exploration of the feasibility of developing new Residency Programs in the state.

This Request for Proposals (RFP) relates to Applications from organizations intending to study the feasibility of the development of new residency program(s) to train physicians to practice primary care or other select shortage specialties in Indiana.

Additional information is provided in Section 4, Eligibility Information.

4 ELIGIBILITY INFORMATION

Entities in the following categories and located in the State of Indiana are eligible to apply for funding under the Feasibility Study Grant Program:

- (a) a hospital; or
- (b) a medical school; or
- (c) a community-based, ambulatory patient care center, which includes one or more of the following:
 - a federally qualified health center,
 - a community mental health center,
 - a rural health clinic,
 - a teaching health center, or
- (d) a partnership or consortium among entities listed in (a) through (c).

5 INQUIRIES

All inquiries shall be directed to the Point of Contact per RFP Section 1.3.

Any information deemed by the Indiana Graduate Medical Education Board to be important and of general interest or which modifies requirements of the RFP shall be sent in the form of an addendum to the RFP to all Applicants that have submitted an Application. All Applicants must acknowledge receipt of all addenda, if any, to this RFP by an email to Eugene Johnson (ejohnson@che.in.gov) and finance@che.in.gov.

6 APPLICATION SUBMISSION GUIDELINES

Each Applicant has the option to submit their completed formal response, including the required attachments, electronically to Eugene Johnson (ejohnson@che.in.gov) and finance@che.in.gov or mail a hard copy to the following address:

Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204

6.1 SUBMISSION DEADLINE

Each Applicant must submit their completed formal response to the Indiana Commission for Higher Education, including the required attachments, on or before March 31, 2018 for 2018 funding.

6.2 FORMS REQUIRED FOR SUBMISSION

A formal response to the requirements of the RFP is the grant application.

6.3 SUBMISSION INSTRUCTIONS

If Applicant is submitting their formal response electronically, including any required attachments, it must be sent to the following email addresses: ejohnson@che.in.gov and finance@che.in.gov.

The email subject line should contain “New Residency Program Feasibility 2018” and the Applicant’s name.

Applicant is solely responsible for ensuring that Applicant’s complete electronic response is sent to and received by the Indiana Commission for Higher Education in a timely manner. Applicant should retain proof of timely submission.

The Indiana Commission for Higher Education will email confirmation of response to Applicant within three state business days of receipt by the Indiana Commission for Higher Education. Applicant must consider a response not received by the Indiana Commission for Higher Education until Applicant has received an email confirmation from the Indiana Commission for Higher Education. If Applicant has not received such confirmation from the Indiana Commission for Higher Education within three state business days of submission, contact the Point of Contact. Applicant will be requested to provide proof of timely submission.

7 GENERAL APPLICANT INFORMATION

A formal response to the requirements of the RFP is the grant application must include

the elements described in Subsections 7.1 through 7.11 of this RFP. The Indiana Commission for Higher Education will provide the Certification Page (see Section 7.11).

In completing the Application, it is important to provide sufficient information to allow reviewers to clearly evaluate the Application based on the selection criteria described in Sections 9.2.1 and 9.2.2 of this RFP.

7.1 GENERAL APPLICANT AND PARTNER INFORMATION

Provide general information on the Applicant, and partner(s), if any, including:

- Name of Applicant Organization. This is the entity that will serve as the fiscal agent for the project.
- Applicant Category (Hospital, Medical School, Community-based Ambulatory Patient Care Center, or Partnership or Consortium among eligible entities).
- Location of Applicant.
- Applicant Contact Information.
- Project Partner(s) Information, if applicable.

7.2 PROJECT SUMMARY

The summary should highlight key points of the Application, including the defined goals and objectives and a brief rationale for selected strategies to achieve the goals and objectives.

7.3 DESCRIPTION OF APPLICANT AND PARTNERS

Description of Applicant and Partners should include, to the extent possible:

- Description of Applicant and partners expected to participate in the feasibility study process.
- For Applicant and each partner, expected roles and contribution to the feasibility study process.
- Description of Applicant's and partners' sites, and any other potential sites, that would potentially be used for training residents. Include description of services offered, annual patient volume metrics, such as patients served/admitted and patient visits, as appropriate to the facility type.
- Description of the potential learning opportunities available for GME.
- For Applicants that are not educational institutions, information

relating to Applicant’s educational culture. This might include education of other health professionals that takes place at the facility, such as nursing education, and level of support expected from medical staff.

- Information relating to other environmental conditions in the organization that could be conducive to the planning, development, and operation of a GME program.
- Additional information deemed by the Applicant to be pertinent to Applicant’s suitability as a GME teaching site.

7.4 ASSESSMENT OF NEED FOR A GME PROGRAM

In the assessment of need for a GME program, Applicant should discuss at least the items listed below:

- Characteristics of Applicant’s community, service area, and region.
- Availability of medical providers in the Applicant’s service area.
- Challenges Applicant is facing in recruiting physicians, if any.
- Other topics that Applicant considered in the assessment of need for a GME program.

7.5 PROJECT DESCRIPTION

The Project Description should detail specific goals of the project, the strategies and activities identified to accomplish the goals, and the process for measuring progress toward and attainment of the goals. Applicant must include at least the following goals:

- Identification of the Applicant’s and partners’ sites, and any other potential sites, that would potentially provide educational experiences or educational assignments/rotations for residents.
- Identification of an individual designated as Project Director, who will guide the project.
- Identification and hiring of qualified, professional internal or external expertise in GME planning and funding.
- Development of a Feasibility Study report, supported by leadership and stakeholders, as the basis for the decision whether to proceed with the development of new GME program(s).

7.6 PROJECT ACTION PLAN AND TIMELINE

The Project Action Plan and Timeline should include the strategies and

activities that support the achievement of the goals identified in Subsection 7.5. Generally, each goal would be supported by more than one strategy and/or activity. If the Applicant is selected for an Award, it is expected that the Project Action Plan and Timeline will be more fully developed and expanded over the course of the grant funding period.

7.7 PROJECT EVALUATION

Applicants must provide an evaluation plan that is aligned with project goals and includes outcomes and appropriate measures for assessment of those goals. The evaluation plan should allow for qualitative and quantitative progress toward the identified goals. After the end of the funding period, the Indiana Graduate Medical Education Board may conduct an evaluation to assess the statewide effectiveness of the Program Development Grant program across all participating sites. Applicants must also participate in such evaluation.

7.8 BUDGET

A separate budget must be submitted for each partner that will participate in the project funded by the Feasibility Study Grant funding. The budget must include a reasonable estimate of funds expenditures over the Grant Period. The budget must include amounts and justification of allowable funds expenditures (as further discussed in Section 8). The Indiana Graduate Medical Education Board shall negotiate a final budget with each Awarded Applicant.

The budget must indicate how applicants intend to provide matching funds or in-kind resources equal to at least 25% of the funding provided.

7.9 ADDITIONAL DOCUMENTATION REQUIRED

Provide documentation as evidence of commitment of Applicant's Leadership to the Project. Such documentation should be in the form of Letters of Commitment from Applicant's senior management and, if applicable, from leadership of Applicant's educational and community partners.

7.10 FINANCIAL VIABILITY

Provide a financial statement for the Applicant for the previous three fiscal years. This may be in the form of Applicant's most recent audited

financial reports. Public institutions are exempt from this requirement.

7.11 CERTIFICATION OF THE APPLICATION INFORMATION

The Application must be certified by an individual who is legally authorized to submit the Application on behalf of the Applicant. Completion and submission of the Application Certification Page fulfills this requirement.

8 USE OF AWARD FUNDS

8.1 ALLOWABLE COSTS

Funds awarded under the Feasibility Study Grant must be spent only on activities directly related to the Feasibility Study Grant project. All reasonable costs in the budget categories below are allowable:

- Personnel Compensation: Compensation would generally encompass a portion of salaries, wages, and benefits of personnel for activities related to the Feasibility Study.
- Travel: Travel expenses must be consistent with State of Indiana guidelines.
- Equipment and Supplies: Funds expended on Equipment and Supplies must not exceed 5% of total project budget.
- Fees to External Consultants: Consulting assistance would generally include, but not be limited to, activities such as strategy development, financial modeling, GME funding source analysis, affiliation agreements, and faculty identification/engagement.
- Other Direct Costs: Approval of expenditures for Other Direct Costs is at the discretion of the Indiana Graduate Medical Education Board. These costs must be specifically identified and justified in the Application budget or must be subsequently approved by the Indiana Graduate Medical Education Board via a Budget Change Request.

Salaries/stipends and benefits that are calculated at a higher pay rate than that which an individual (or similar position) normally receives are not allowed.

8.2 BUDGET CHANGES

Over the life of the grant, no more than a total of \$10,000 may be transferred across the allowable budget categories listed in Subsection 8.1 without prior Indiana Graduate Medical Education Board approval.

9 SELECTION FOR FUNDING

9.1 APPLICATION SCREENING

The Indiana Graduate Medical Education Board will review Applications to determine if they adhere to the Grant program requirements and the funding priorities contained in the RFP. An Application must meet the requirements of the RFP and be submitted with proper authorization before or on the day specified by in the RFP to qualify for further consideration.

9.2 SELECTION OF APPLICANTS FOR AWARDS

9.2.1 Evaluation. The Indiana Graduate Medical Education Board shall evaluate Applications based upon the selection criteria below.

- (a) The defined goals, strategies, and activities are appropriate and reasonably achievable within the grant period.
- (b) Planned resources are adequate and their allocation is sufficient to achieve project goals and objectives.
- (c) There is evidence to indicate that, if feasible, leadership of Applicant are supportive of the establishment of a GME program.
- (d) Applicant's Project Plan indicates the intent to fully study all variables pertinent to assessing the feasibility of developing new residency program(s).
- (e) Applicant's Project Plan indicates that the Applicant would likely be successful in determining, by the end of the grant funding period, the feasibility of establishing a new residency program(s).

9.2.2 Priority for Funding. Priority will be given to Applicants that provide the following:

- (a) Letters of commitment to the project from leadership at Applicant's organization and the partners in the feasibility study process.
- (b) Evidence of matching funds for the project.
- (c) Evidence that the project will focus on the feasibility of the development of residency program(s) that prepare physicians for entry into the specialties identified in Section 2.2.4 of this RFP.
- (d) Evidence that the project will focus on the feasibility of the development of residency program(s) that will meet the additional criteria identified in Section 2.2.4 of this RFP.
- (e) Evidence that Applicant will progress quickly in the feasibility study process.

The items listed above are not intended to be in order of importance.

9.3 RECOMMENDATION FOR FUNDING

The Indiana Graduate Medical Education Board shall make a recommendation of selected Applicants to be funded to the Commission for Higher Education. The Commissioner shall make the final funding decision and submit it to the Indiana Graduate Medical Education Board for their final approval.

10 DISTRIBUTION OF AWARD FUNDS

10.1 ISSUANCE OF GRANT AWARD

Following the announcement of awards and any negotiations between the Indiana Graduate Medical Education Board and each Awarded Applicant, the Awarded Applicants will receive an electronic notice of the Grant Award.

10.2 FUNDS DISTRIBUTION

- Grants are funded through state general appropriations. Awardees shall receive payments through the Indiana Commission for Higher Education.
- The Indiana Commission for Higher Education is not bound by any award estimates in the RFP. Funding may be reduced or terminated if funds allocated for either of the two years of this program should become reduced, depleted, or unavailable during the Contract Term.
- After making a finding that an Awarded Applicant has failed to perform or failed to conform to Grant Conditions, The Indiana Commission for Higher Education may retract or reduce the Grant Amount for the Awarded Applicant.

10.3 LAST DAY OF EXPENDITURES

- Grant Award funding must be expended within 12 months from the date funds are awarded.
- No-Cost Extension of Grant Period. At the discretion of the Indiana Graduate Medical Education Board, a one-time, no-cost extension of the Grant Period may be granted if the Applicant is in good standing with all reporting requirements.

10.4 RETURN OF UNEXPENDED FUNDS

Awarded Applicants shall return any unexpended funds at the end of the Grant Period.

11 REPORTING REQUIREMENTS

The Project Director of the Grant must electronically submit the reports listed in Sections 11.1 – 11.2 below.

11.1 PROJECT FINAL REPORT

A Project Final Report will be required to be submitted to the Indiana Commission for Higher Education electronically **within 12 months from the date funds are awarded**. The report will provide a summary of the feasibility study, including a description of the project and its results as measured by the Project Evaluation Plan, as well as a final determination of the feasibility of developing new residency program(s).

11.2 FINAL FINANCIAL REPORT

No later than 12 months from the date funds are awarded, a Final Financial Report shall be submitted electronically to the Indiana Commission for Higher Education in a format specified by the Indiana Graduate Medical Education Board. The Final Financial Report must detail the actual expenditures for the Grant Term by purpose and amount. The report must also document the unexpended balance of Grants program funds as of the date of report submission. The Final Financial Report must include a statement certifying expenditures and unexpended balance signed by the authorized representative of Awarded Applicant. An Auditor's Report may be requested if deemed necessary by the Indiana Commission for Higher Education.

11.3 DELINQUENT REPORTS

Awarded Applicants with any required reports deemed to be delinquent may be required to return unexpended funds.

